

11 February 1966

MEMORANDUM FOR THE RECORD

Subject: Volume of Records Per Employee

1. The following information on volume of records per employee was furnished by Everett O. Alldredge, Deputy Assistant Archivist for Records Management, NARS.

25X1

For industry [] has established the ratio at 3 cubic feet per employee in office space.

For the Federal Government the figure is 2.6 cubic feet in office space. Other Agency figures are: VA-9; IR -7; Army -2.



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